



DEVELOPMENT SERVICES

**Single-family Housing Unit Inspection and Maintenance Program**

**SELF- INSPECTION CHECKLIST**

The Self-Inspection Checklist is designed to assist owners in determining whether their properties are in compliance with local building codes. Each item on the checklist should be verified as being in compliance or marked as "Not Applicable." Use the "Comments" section to explain actions taken if you were unable to obtain access to the unit or to relay other information about items checked.

The Self-Inspection Checklist is not all inclusive and that in addition to the items listed below, owners are responsible for ensuring that their dwellings are in compliance with applicable provisions of the Frisco Municipal Code, including the International Residential Codes, and the Ordinance for Securing Vacant Structures and Substandard Buildings.

**\*PLEASE NOTE\***

IT IS NOT NECESSARY TO RETURN THIS CHECKLIST TO THE CITY OF FRISCO. PLEASE MAKE COPIES AND USE IT AS TOOL TO HELP YOU COMPLETE YOUR INSPECTIONS AND RETAIN WITH YOUR RECORDS.

INSPECTION DATE	ADDRESS
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ITEMS	Compliance Verified	Not Applicable	Comments
<b>Exterior and Common Areas/Schedule A</b>			
<b>Building</b>			
Foundations are in good solid condition			
Exterior paint showing no signs of damaging deterioration			
Exterior walls are free of major cracks and erosion			
Walkways are safe			
Roofs are in good repair			
Gutter and downspouts are unclogged and in good condition			
Staircases are sound and in good condition			
Guardrails and handrails are in good condition			
Exterior lighting is in good working order			
Electrical service panels, meters and enclosures are in good condition			
Decks and balconies are in good solid condition			
Chimneys have spark arrestors			
<b>Doors and Locks</b>			
Solid Core doors are installed			
Entry doors are equipped with deadbolt locks and passage door locks with deadlocking latches. All locks work.			
All exterior doors open and shut properly			
Sliding patio doors work properly including all locking and latching mechanisms			
<b>Landscaping</b>			
The property landscaping is being properly maintained and is free			

ITEMS	Compliance Verified	Not Applicable	Comments
of litter			
Irrigation system is properly working			
Storm drains are clear of debris and in good condition			
<b>Fire Extinguisher(s)</b>			
Fire Extinguishers are provided if required and installed according to the State Fire and Safety Codes			
Each extinguisher has been tagged and serviced by a state licensed contractor within the last year and after each use			
<b>Exiting</b>			
Exits are clear and unobstructed all the way to the public right of way			
All "EXIT" signs and exit lighting is in working order			
The area on and beneath exit stairs is clear of material			
Fire doors are operable and in good condition			
<b>Garbage/Recycling Materials</b>			
Garbage service and sufficient garbage containers are provided on site			
All unsanitary garbage bins have been cleaned and/or replaced			
Garbage receptacles are stored in proper enclosures			
<b>Fences and Gates</b>			
Property fences and gates are in good working condition			
<b>Laundry Rooms</b>			
Interiors are clean and facilities are maintained in good condition			
<b>Pools</b>			
Swimming pool gates and enclosures are in compliance			
Swimming pool is clean			
Contact Frisco Health Inspections for regulations and codes.			
<b>Parking</b>			
Driveways and parking areas are in good condition			
Carports are in good condition			
<b>Sewer</b>			
Cleanout lines are unobstructed and in good condition			
<b>Interior/Schedule B</b>			
<b>Kitchen</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
GFCI's properly installed and in working condition			
Light switches function and have coverplates			
Overhead lighting is operational and in good repair			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Windows with screens are in good condition			
Stove burners and oven works safely with functioning door and knobs that turn completely off and on			

ITEMS	Compliance Verified	Not Applicable	Comments
Gas stove is free of gaseous orders.			
Stove hood/filter and fan are working properly			
The dishwasher functions properly			
The garbage disposal is in good working order			
The kitchen sink and faucets drain properly and are free from leakage			
The refrigerator is in good working order			
<b>Living Room</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have coverplates			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
<b>Smoke Detectors/Hallways and Bedrooms</b>			
Smoke detectors are installed in hallways and sleeping rooms			
All smoke detectors are in working order			
To insure that smoke detectors have been inspected annually the owner/or on-site manager will keep in unit file documentation that states the date the smoke detectors were last serviced and if possible the signature of the resident, along with the maintenance personnel and owner/or on-site manager. In addition to installing smoke detectors, it is <b>recommended</b> that at least one carbon monoxide detector be installed in each residential unit.			
<b>Bedroom I</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have coverplates			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
Egress windows are operable and open completely			
Note: If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved by the Frisco Fire Department			
<b>Bedroom II</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have coverplates			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
Egress windows are operable and open completely			

ITEMS	Compliance Verified	Not Applicable	Comments
Note: If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved by the Frisco Fire Department			
<b>Bedroom III</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
Egress windows are operable and open completely			
Note: If there are bedroom window bars they are correctly installed and have the required quick release mechanisms approved by the Frisco Fire Department			
<b>Bathroom I</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional and have cover plates			
Light switches function and have coverplates			
Overhead lighting is operational and in good repair			
GFCI's properly installed and in working condition			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
The ceiling exhaust fan is in good working condition			
The sink, bathtub and toilets drain properly and are free of leaks including faucet handles			
The toilet is secure			
The sinks, bathtubs/or shower surrounds are in good condition			
Light fixtures are secure and in working order			
Towelbars and accessories are secure			
<b>Bathroom II</b>			
Floor covering is free of trip hazards			
Electrical outlets are functional have cover plates			
Light switches function and have coverplates			
Overhead lighting is operational and in good repair			
GFCI's properly installed and in working condition			
Windows and windowpanes are intact, unbroken and not cracked			
Windows are equipped with proper locking devices			
Window screens are in good condition			
The ceiling exhaust fan is in good working condition			
The sink, bathtub and toilets drain properly and are free of leaks including faucet handles			
The toilet is secure			
The sinks, bathtubs/or shower surrounds are in good condition			
Light fixtures are secure and in working order			
Towelbars and accessories are secure			

ITEMS	Compliance Verified	Not Applicable	Comments
<b>Other Important Items</b>			
<b>Electrical System Requirements</b>			
The unit has no exposed or bare live wires			
Use of extension cords and electrical adapters are not overloading the circuit			
If the building was constructed in 1960 or earlier: The fuses in the panel box that serves each unit is rated at least 15 amps			
<i>Note: If the fuses are greater than 15 amps and the unit was built in 1960 or before, an electrical danger is present unless the wiring has been updated. The City strongly recommends that you contact an electrician if you are not sure about the proper fuses for the building or units.</i>			
Sub-panels are labeled and breakers are in proper working condition			
<b>Plumbing and Mechanical Requirements</b>			
Electrical or gas heaters are functioning properly Note: If there is a high-pressure gas boiler system (not the water heater), the boiler heating system is in proper working condition.			
The water heater is in working order supplying water at a minimum of 120°F			
The water heater has a working temperature and pressure relief valve including a proper drain line on the pressure relief valve			
The water heater is properly strapped			
Gas lines have shut off valves at the appliance connection All service gas lines are free of leaks			
The vent pipes that serve gas heating appliances are terminated above the roofline with vent caps (Direct vent heaters are exempt)			
<b>Mold</b>			
There is no visible mold in the unit  Information: If mold is found assess the situation by cleaning and/or using a professional mold abatement company to refinish all deteriorated surfaces and remedy the water intrusion problem. If mold is resident caused, after addressing the problem, the City of Frisco recommends that you give your tenants a Mold Notification Addendum to add to your rental agreement. This addendum should inform residents about mold and their responsibilities to prevent mold growth and how to inform owner of possible water intrusion/mold in the unit.			
<b>Vector (insects, rodents and other pest)</b>			
Property is free of infestations			
<b>Date Inspected:</b>			
<b>Inspector's Signature and Title:</b>			<b>Date</b>
<b>Resident Signature:</b>			<b>Date</b>

COMMENTS